**CHILLAGOE CAVING CLUB INC.**

**MEMBER INFORMATION**

**MANUAL**



**Authorized by the Chillagoe Caving Club Inc. Management Committee**

**ISSUED MAY 2012**

**(Amended 21st March 2018)**

**Member Information Manual**

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1. WELCOME

Welcome to the Chillagoe Caving Club Inc.

This Information Manual is intended to be a reference source for Members and for persons contemplating joining the Club. It provides information on matters that may affect Members during their time in the Club. While the information is not entirely comprehensive we have endeavored to include those matters that are important for Members to know. Some matters are derived from hard experiences and we would hope that Members can benefit from our previous experience merely by reading and taking note of the information included.

2. THE CLUB

The Chillagoe Caving Club was founded in April 1973 when a group of eighteen people met in Chillagoe to consider formation of a Club. In 1984 the Club was Incorporated under the Queensland Associations Incorporation Act of 1981 and became the Chillagoe Caving Club Inc.

The Club was established to promote the sport of caving, to provide a pool of equipment and information for the use of Members and to encourage cave conservation through minimal impact caving practices of its Members. We have also encouraged Members to take an interest in the scientific side of caving and this has resulted in scientists from around the world working with our Members who are often able to help because of our wide knowledge of the caves of the area.

The Club became an Associate member of the Australian Speleological Federation soon after formation, but resisted becoming a full ASF Member until 1996 when it decided to become a Member to provide members with Public Liability Insurance which was then only available at reasonable cost through full membership of the national association.

3. GET INVOLVED

You will find that when you become involved in the Club’s activities you will get most out of the Club. It seems that the more effort you put into the Club activities the more you will enjoy them. Initially you will gain enjoyment through learning from others and then as you gain experience you will then find great satisfaction in helping newer Members to acquire similar knowledge and skills.

If you have special skills use them for the benefit of the Club as this will make the Club more effective. There are all sorts of jobs in the Club where you can help and by doing so extend your skills and experience. Not all of us are interested in leadership of the Club, but often we are unaware of these skills until we take on the responsibility. So consider taking on jobs for the Club in an official capacity or just offer to do jobs where you see the need.

We hope that you gain from your membership of the Club and that you learn skills and knowledge through your involvement and remain with us for many years of enthusiastic, happy and safe caving.

4. BECOMING A MEMBER

When you complete an application for membership and pay the appropriate fee you become a ‘Novice’. This entitles you to most of the advantages of membership for a trial period one year. During this time you are involved in caving and other Club activities. This allows you to

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decide whether you do really wish to become a Member of the Club and also lets the Club Members assess you for your compatibility with the aims and objectives of the Club. It needs to be a mutual acceptance.

To become a full Member you need to apply during the trial period and have two other Members certify that you have met the qualifications for Member as set out in the Rules for Admission as Members which is included as an attachment in this Manual. The Management Committee has the final decision on all admissions to Member.

5. CLUB FEES

The Club’s financial year ends on 28th February each year so Annual Membership Fees become due on the 1st March. Members are requested to pay these fees as soon as possible thereafter as the Club needs this money to operate. Also, unless your fees are paid, you are not a financial Member and that could leave you in an uncertain legal situation particularly with regard to insurance cover.

Fees for membership of the ASF and the insurance premium for Public Liability Insurance are included in the Club’s Annual Membership Subscription. The ASF membership thus gained is recognised throughout caving circles in Australia and overseas, so is of benefit if you want to visit caves elsewhere. You also get the journal of the ASF, The Australian Caver, which is of interest and it keeps you up to date on news about caving throughout the country.

Details of Membership Subscriptions and other fees are provided with our Membership Application Forms and are also printed in the Annual Report, which is emailed to all members of the Club by the end of March each year.

6. ANNUAL GENERAL MEETING

The Club normally holds its Annual General Meeting in Chillagoe on the last weekend in April or first or second weekend in May each year when it receives reports from the Office Bearers and elects the Management Committee and other officials that run the Club between General Meetings.

Prior to these meetings an Annual Report is issued which contains notice of the meeting and any special motions for which notice is required together with reports by Office Bearers on the year’s achievements. Usually the Minutes of the last Annual General Meeting and the Agenda for the forthcoming Meeting are included with a list of Members and details of Club fees.

7. REGULAR CLUB ACTIVITIES

Between Annual General Meetings the Club holds regular caving weekends for Club Members. Information sessions regarding club updates will be shared during these events as well as club maintenance working bees.

These will be held in Chillagoe or other specified caving areas. Exact information on these events is given in the Newsletter. These weekends will vary in their purpose and are intended to assist members to improve their caving knowledge and skills and also to discuss matters that affect the running of the Club. These events are unofficial or social gatherings and no formal minutes are kept. They do, however, aid the Management Committee in running the Club as the Management Committee can gauge the attitude of Members to matters on which they need to make decisions.

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 8. NEWSLETTER

Club newsletters are mailed, or emailed, to Members to keep them in touch with the Club and its planned activities. Information that Members should be informed about is included. These newsletters are sent out at intervals of one to three months depending on the need for this communication. Members are invited to contribute short articles for publication. These can be on recent trips with interesting discoveries, new caving techniques or even requests for information or advice on caving matters. We would even welcome short letters to the Editor!

9. THE INTERNET

The Club has an Internet Site (www.chillagoecavingclub.org,au) to be used as a means of communication between the Club and its individual members. This site will also allow other cavers from elsewhere in Australia and overseas to see what the Club is, what it does, future trips planned etc. and will enable them to contact the Club and join in on planned activities. Some information will also be included on caving areas we have in this region, the types of caves found and the arrangements for access. For our Members the site will contain membership information, planned trips and other events, training matters, etc.

The club also has public and private members Facebook pages for organizing and advertising club activities.

10. INSURANCE

Through its membership of ASF the Club has access to a Public Liability Insurance Policy which has been arranged on a national basis to cover individual ASF Members, property owners of land on which Members cave or have other activities and also our Club and any of its activities. We contribute to this Insurance Policy through our Club Membership Subscription and the Club and its Members each obtain Corporate Membership of ASF and insurance.

The Policy has an excess of $1000. In most cases the Club expects that it would meet this cost. However, particularly where the Management Committee was of the opinion that the Member(s) concerned was grossly careless or negligent, the Club reserves the right to recover this excess from the person(s) responsible.

11. TRIP LEADERS

For a trip to be classed as a club trip and covered by the clubs insurance, specific requirements must be met.

* All members of the party must be ASF and club or visiting club members.
* Notification has been made to the Management Committee or
* The trip forms part of an advertised club weekend.

Every caving trip must have an acknowledged Trip Leader. The attached CHILLAGOE CAVING CLUB Safety Guidelines (Clause 4) details the Club’s attitude to the Trip Leaders.

For caving parties that include Novices an authorized Trip Leader (assessed under the Club’s Trip Leader Scheme as qualified for the grade of trip being attempted) must be in charge of the trip. There are two grades of Trip Leader. The first grade is the Trip Leader for caves where no Single Rope Techniques (SRT) is used. A further grade of trip Leader requires skill in SRT caving.

For trips to National Park Caves Trip Leaders are a requirement and trips must comply with the conditions contained in the clubs permit.

For further information on Trip Leader Training or to gain qualification as a Trip Leader contact members of the management committee.

The Trip Leader must obtain the permission of the landowner for the trip. He/she should also complete a Trip Sheet and send it to the Secretary. It is important for the Club to maintain a record of trips made.

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12. SAFETY

In addition to the CHILLAGOE CAVING CLUB Safety Guidelines attached to this Manual there are several obvious safety precautions all Members need to make. While these are just commonsense, they can be vital to your safety.

1. Never assume that everything is right. Always check knots, equipment, rigging, anchorages etc. and even that the rope or ladder reaches the bottom of the pitch. Your life could depend on this check.

B. Always tell a reliable person nominating a return check in time, where you are going caving and record your trip on the chalk board at the club house including expected time of returning. Don’t forget to rub off your trip when you return. A trip record book is also in the clubhouse. Members are requested to fill this in following a trip for historical records.

C. Carry an emergency source of light.

There is always debate about size of caving parties. The Club’s Safety Guidelines recommend a minimum of four in any party. However, the size of party is dependent on the experience of the participants and also on the difficulty of the cave. Large parties are not favored as they can cause more damage to the cave, are more prone to accidents at pitches and movement through a cave with pitches is badly inhibited.

It is acknowledged that cavers can cave safely with smaller parties. However, if an accident occurs the risks to those injured can be very high. Cavers with experience must carefully weigh these risks and each member of the party must be prepared to accept them before caving with less than the recommended minimum.

The Trip Leader is responsible for ensuring that there is a trained first-aider (or person with at least equivalent knowledge) in the party. Cavers should carry a small first aid kit that is readily available. A full first aid kit should be available near the cave.

In Chillagoe, for accidents beyond the capacity of the party to handle, advise the Clubhouse. If there is no one there, then report to the Police or QPWS who will provide help. On caving trips always carry water and also snacks to eat as you go.

If you feel uncertain that you can handle a pitch ask for a hand line, a ladder or some assistance. Cavers will support any such request as good sense – far better for everyone than a party member attempting things beyond her/his experience and then having an accident.

Persons under the influence of any drug/alcohol (including the morning after effects) are not to be taken caving.

13. LOG BOOKS

Cavers should have a personal log book to record trips made and should detail the date, the cave, the area, the party, time underground and any other matters that the Member wishes. Some members record bats and swiftlets, snakes, other wildlife and damage to the cave that they notice. This log book is useful as a reference and also helps prove your experience with the Club.

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14. CAVE TAGGING

You may find a new cave while with the Club. The Club follows accepted ASF practice and fix a metal label tag on the cave entrance of each new cave found. This is placed in a position where it will be easily seen on the normal approach to the cave and otherwise at chest height on the left-hand side of the entrance.

The Club has several bags of tagging gear with a drill, plugs and screws. Labels are held at the Clubhouse. When you have tagged your cave you also need to complete a tagging report and pass it to the Survey and Records Keeper so that it can be officially recorded.

The Tagging Officer makes and holds the supply of tags for caving areas in Far North Queensland.

15. CLUBHOUSE

The Club has a lease of 2 hectares of land in Chillagoe township, which contains a Clubhouse for use by Members and their guests. There is a Caretaker.

Facilities include dual shower/toilet, kitchen (with stove, microwave, refrigerator, freezer, sink and some storage), barbecue and sleeping shelter. There are also areas suitable for camping and an amenities block servicing this area.

The Club has adopted a Protocol for the Clubhouse that lists responsibilities of the Club’s Caretaker and also those of Members. The Clubhouse Protocol is attached to this Manual.

16. CLIMBING CALLS

On a cave pitch it is sometimes necessary to use a safety line to assist a caver to climb down or up the pitch. On a cave ladder, a safety line must be used. When a person at the top controls the safety line it is called belaying. This person must be securely anchored at the top of the pitch so that s/he can hold the shock weight of the climber should s/he fall. Frequently the two people involved cannot see each other and often there is difficulty even hearing calls from the other. For this reason special calls, which are less able to be confused with each other, have been adopted. These calls are set out in the CHILLAGOE CAVING CLUB Safety Guidelines (Clause 8), which is attached to this Manual. Cavers must become familiar with these and learn to use them.

Calls should be made loudly and clearly and in the direction of the other party involved to achieve communication.

The call “Below” is used when anything falls in a cave. This gives persons below the falling object some chance of dodging it. However, cavers below should not look up but quickly get under shelter or well away from the pitch. It should be noted that it is unwise for cavers waiting at the top and bottom of any pitch to be where they can knock things over or be hit by falling objects. Move away to a safe distance. This also helps reduce the effect of chatter on the communication between the climber and his delayer.

17. CAVE ETHICS AND CONSERVATION

The Club Constitution (Clause 14) indicates that Members must act in accordance with the Code of Ethics of the ASF which is available on the ASF internet site. Members should make

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themselves familiar with the whole Code and apply it in their caving. The sections of this Code particularly relevant to this Club are as follows:

2.2 All caving parties must have specific or tacit approval from the landowner and/or management authority before entering any property or reserve, must follow only agreed routes and must not visit forbidden areas.

2.3 The prevailing procedures regarding gates on properties and reserves will be followed, and care taken to cause no damage to stock, crops, equipment or landscape features. In short, leave as found.

2.4 All parties will be as self sufficient as possible and will not presume on the good will of

landowners and/or management authorities for water, supplies or assistance.

3.2 Caving activity must be conducted in a manner responsible to the cave environment, taking

particular care to avoid damage to speleotherms, sediments, biota and other natural phenomena. The maximum size of any party should be limited to that which provides the best quality of experience or achieves specific aims.

18. MINIMAL IMPACT CAVING CODE

The ASF introduced this Code in 1995 subsequent to the adoption of our Constitution that naturally does not mention it. However, as Club members, we are also ASF Members and are obliged to take note of this Code as well. Members should become familiar with the whole Code and apply it in their caving. This Code is also available on the ASF internet site. The sections of this Code particularly relevant to this Club are as follows:

General Cave Visitation

1. Where possible the party leader should have visited the cave previously and hence should be aware of sensitive features of the cave, the best anchor points, and generally reduce the need for unnecessary exploration.

2. Cave slowly. You will see and enjoy more, and there will be less chance of damage to the cave and to yourself. This especially applies when you are tired and exiting a cave.

3. If there are beginners on a trip, make sure that they are close to an experienced caver, so that the experienced caver can help them when required, e.g. in difficult sections. Ensure that the party caves at the pace of the slowest caver.

4. Cave as a team – help each other through the cave. Don’t split up unless doing so reduces impact.

5. Watch your head placement AND that of your party members. Let them know before they are likely to do any damage.

6. Ensure that party members don’t wander about the cave unnecessarily.

7. Stay on all marked paths. If no paths are marked or none is obvious – DEFINE ONE!

8. Learn to recognize cave deposits or features that may be damaged by walking or crawling on them.

9.If it is necessary to walk on flowstone in a cave remove any muddy boots and or clothing before proceeding OR DON’T PROCEED.

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New Cave or Extension Explorations

1. The existing microbiology of a new cave, both fungi, bacteria, and a world of protozoa, will almost certainly be irreversibly contaminated on the first trip into a cave! If you consider cave microbiology has not been investigated in the area of this new cave, if cave microbiologists are available, then please consider including them on initial explorations so that they may collect uncontaminated samples.

Cavers need to become aware of the fragile nature of the cave environment and avoid damage as far as possible. Care needs to be taken with all parts of the cave to avoid damage. This needs to include the living things in the cave - the flora and fauna.

Limestone formations are particularly fragile and any damage sustained takes almost an eternity to re-grow. Broken formations do not enhance the appearance of the cave or the reputation of cavers who damage them –even accidentally.

Another feature of many of our caves is the dusty conditions we often encounter, also guano piles. Care should be taken to avoid stirring up dust on floors and also guano dust. Remember that guano dust can carry the spores of Histoplasmosis and in certain conditions these can grow in your body, with serious consequences. Dust can also settle on formations and this leads to discolouration and consequent damage.

19. QUEENSLAND PARKS AND WILDLIFE SERVICE (QPWS)

The Club has a good working relationship with QPWS. Over the life of the Club we have produced a considerable amount of information on caves which is of value to the Department for planning purposes but which they would not be able to produce for some considerable time. Some Members have at times aided the Department’s Officers in practical ways with design of walkways, installation of lighting, planning for additional National Parks, management planning of cave areas etc. The Department have assisted the Club with information and even printing costs.

The Club has an annual permit to visit National Park Caves and conditions contained in this permit must be complied with.

The Department need to know when we are caving on the National Park areas as this is necessary planning statistical data. Also, they are the management authority and under the ASF Code of Ethics we have an obligation to seek their consent before entering the caves on National Parks.

The following caves at Chillagoe are in National Parks:

 Tower Caves

 Con all

 Donna all

 Eclipse Eclipse (Sycamore’s) only

 Markham Markham (part only)

 Piano all

 Queenslander all

 Ramparts all

 Royal Arch all

 Ryan Imperial Ryan Imperial only

 Spring Western part only

Tall Tree all

Ti-Tree all

 Tower of London all

 Walkunders all

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20. ROOKWOOD STATION CAVES

The club has been asked by Rookwood Station not to cave on their property under any circumstances. All cavers must stay off the property, do not cave beyond One Mile Tower (just northwest of Markham Tower). The towers involved are as follows:

 Conference Ellis Rowan Heffernan

 Higgins Jack J. Wilde

 Katie Breen Moffat Newell

 Needle Eye Pollard Trehenan

21. OTHER CAVING AREAS IN OUR REGION

There are limestone caves in the Far Northern Region of Queensland as follows:

Broken River This area is in the Greenvale area and our Townsville Members cave there. Any access should be arranged through the Management Committee.

Christmas Creek In the same general area as Broken River but access is currently closed.

Wallace Creek Kings Plains station contains several small limestone outcrop with a few caves. Any access should be arranged through the Management Committee.

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Mitchell Palmer Towers on Bellevue, Mt. Mulgrave and Palmerville stations. Any access should be arranged through the Management Committee.

Mt. Consider A limestone quarry near the head of the Mitchell River and close to Mt. Molloy. The limestone was cavernous but the quarry has destroyed all three caves, the outcrop is still being mined. Assess is closed.

There are Lava tubes in the Mt. Surprise area as follows:

Undara These are accessed through Undara Lodge through whose property the best access passes. They are on a National Park so permission of QPWS is also required.

Murronga These are on Goanna Creek Nature Reserve (formally part of Spring Creek Station), access is through Lava Plains Station.. Permission from QPWS is also required.

Kinrara These are on Kinrara National Park formally part of Kinrara Station. Road access is currently not possible, permission from QPWS is required.

22. ADDRESS LIST

The Club maintains a list of Members, their postal and street address, telephone numbers (home, work, mobile and Fax) and email address. Should you need to change any of these items please remember to advise the Management Committee so that our records will let us keep in contact with you when necessary.

**CHILLAGOE CAVING CLUB INC. CONSTITUTION Approved by CCC AGM 13th May 2017 Registered by the Office of Fair Trading (Incorporation No IA00458; Document No 3828985 ) See separate Document**

**CHILLAGOE CAVING CLUB Inc. - SAFETY GUIDELINES**

Adopted 2nd May 1992.

INTRODUCTION

1.1 These guidelines are for Club Members and their Guests. They are designed for safer, and therefore more enjoyable caving, and to assist in cave conservation. These guidelines are not intended to be an exhaustive set of rules on safety.

1.2 Common sense and experience should be used by all persons caving to ensure safety of all participants. Members should assist the Management Committee, using their experiences and wisdom to provide suggestions for amendments of these safety guidelines as they see the need.

2. DEFINITIONS

**Guest** A person in the company of a member.

**Novice/Beginner** Prospective Member

**Member** Accepted by CHILLAGOE CAVING CLUB as a Member, and currently financial.

**Visiting Caver** Member of a recognized caving club or other approved organization.

**Group** Party of cavers on a caving trip.

**Trip** A visit by a Group into a cave system, series of caves or surface exploration activities

**Trip Leader** Nominated leader of Group for Trip

3. GENERAL SAFETY

3.1 Caving Groups should ideally have no fewer than four (4) persons. In all caving Groups there should be a reasonable ratio of experienced Cavers to inexperienced Cavers and Guests. Large caving Groups should be avoided.

3.2 Clothing – Adequate clothing for the cave attempted. Generally, cotton overalls are good for Chillagoe. *Note that northern Australian caves are* *not cold or wet, and loss of body heat is not a* *problem as in cold wet southern caves.*

3.3 A suitable helmet, designed and maintained to International and/or Australian Standards and with a chin-strap, should be worn.

3.4 No person under the influence of alcohol or other performance-altering drug shall be included in a Group.

3.5 Equipment –

(a) All cavers shall be equipped with adequate lighting, with both reliable primary and secondary light sources being carried

(b) Suitable special caving equipment such as ropes, ladders, etc. required for the cave should be taken by the party. This is in addition to personal and emergency equipment to treat minor injuries and deal with the unexpected.

3.6 Cavers should carry a loud, effective whistle.

4. TRIP LEADER

4.1 All caving Groups should appoint a leader on the basis of suitable experience, and who shall be a Club Member. The Management Committee shall determine, where they see fit, who may be Trip Leaders in Club caving Groups.

4.2 Trip Leaders shall be responsible for completing a trip sheet for each trip that shall record:

* Names of all persons in the Group.
* Name and identification of the cave or caves visited.
* Dates and times of the trip.
* Incidents and damage to the cave
* Accidents or injuries occurring on the Trip.
* Other relevant observations and comments.

5. LOG BOOKS

5.1 All Members should keep logbooks to record particulars of all caving Trips.

5.2 Trip Leaders must keep a logbook for any trip for which they are the leader. Particulars to be entered into the Trip Leader’s logbook shall include, but not be limited to:

* Name or identification of the cave.
* Dates and times of Trip.
* Incidents and damage to the cave.
* Other relevant observations and comments.

5.3 Where any Group includes Beginners, the Trip Leader shall, prior to entering the cave, explain to the Group matters of caving safety, etiquette and conservation.

5.4 The Trip Leader is responsible for behavior of members of the Group on the Trip and if there are, in his opinion, any serious breaches, and where appropriate shall take the person/s out of the cave. All such breaches shall be promptly reported to the Management Committee.

6. OTHER ORGANISATIONS

6.1 All members and persons in caving groups shall follow all proper and lawful instructions given by Officers of the Crown and relevant land owners and others.

6.2 All members and persons in caving groups shall conduct themselves politely and properly towards other cavers, Officers of the Crown, land owners and others.

7. CALL OUT PROCEDURE

7.1 In the event of an accident or injury where members of the Group cannot reasonably effect rescue, the following bodies shall be contacted for the purpose of effecting a rescue:

* The Club Premises, Police, Queensland

 Parks and Wildlife Service.

7.2 Information given to these bodies must include the exact location of the accident, the estimated severity of the injuries entailed, the equipment available on site, the number of other Group members with the injured person/s, a specific meeting place and time and any other information requested by the body being contacted.

7.2 The Management Committee, in association with the Safety and Training Officer, will maintain a list of experienced persons available to the bodies listed in Clause 7.1 and any other State emergency organisations.

8. CLIMBING AND CALLS

8.1 Any member of a caving Group always has the right to request and receive a safety line.

8.2 Safety lines (belays) should be used on all pitches where a ladder is required.

8.3 There should only be one person at a time on a climb.

8.4 Climbing calls should always be used. The Leader should ensure that everyone understands and agrees on proposed calls before going underground. Recommended calls are the “Up, Down, Stop” system, as detailed:

 **“Up”** means “I want to come up”, “take up slack”, “haul up” etc.

**“Down”** means “I am coming down”, “pay out more rope, etc.

**“OK”** should be used for any affirmative.

**“Stop”** means quit whatever you are doing – stop feeding out line, stop ascending, hold line taut – and wait for further communication.

**“Below”** is a warning that anything is falling down towards those below. It does NOT mean “look up”

*Note the word “****Slack****” should* ***NOT*** *be used in calls as it is ambiguous, and could mean either “up” or “down”. Similarly the word “rope”, which is ambiguous.*

8.5 Whistle signals should be used on pitches where voices cannot be heard (e.g. over long distances). The following signals are recommended to be used:

 **One blast** Stop

 **Two blasts** Up

 **Three blasts** Down

 **Four blasts** OK/Safe

 **One very long** Help!

9. CAVE DIVING

This activity should not be attempted without careful contemplation of the risks and adequate training in the skills required.

**CHILLAGOE CAVING CLUB INC. - RULES FOR ADMISSION OF NOVICES AS MEMBERS**

Adopted 2nd May 1992.

To become a Member a Novice shall have:

1. Been caving with known experienced cavers, for a minimum of thirty (30) hours underground or other approved activities;

2. Displayed a responsible and caring attitude to caving;

3. Demonstrated a working knowledge of safe pitch practices such as belaying, ladders and single rope techniques;

4. Taken part in a trip either with the Safety and Training

Officer, or a Member of the Management Committee;

5. Been recommended by two experienced Members;

6. Been accepted by the Club’s Management Committee.

*Note: In exceptional circumstances, in the opinion of the Management Committee, where acceptance of a person is to the Club’s advantage, the Management Committee shall waive any part of these rules they deem necessary, but must**be satisfied that in doing so they do not place in jeopardy the Club’s reputation, caving safety or cave conservation*

**Use of Clubhouse and Club Assets Policy (Clubhouse Protocol)**

1. Members have access to the Club area on the ground floor of Clubhouse building. The upstairs back residence, together with the garage and laundry area on the town side of the Club area and the adjacent yard area, are for the private use of the Caretaker.

2. The Caretaker has a lease on her part of the property and the Club has only the limited access allowed under the Residential Tenancies Act. Therefore, Members should contact the Caretaker upon arrival and before departure, but otherwise, enter the private area only on the invitation of the Caretaker.

3. Members, when intending to stay at the Clubhouse, should have the courtesy to telephone the Caretaker to advise her in advance. If the Caretaker is absent, a suitable message should be left on her telephone message bank.

4. Members, when in Chillagoe, may use the Clubhouse facilities, even if not staying at the Clubhouse. However, it is courtesy to tell the Caretaker before using the facilities.

**5. Mutual courtesy between Members (and their guests) and the Caretaker is to be expected at all times.**

**6. Responsibilities of Caretaker are to:**

(a) Maintain grounds in tidy and safe condition and do any minor maintenance to buildings etc.

(b) Keep Clubhouse clean when not in use by Members

(c) Maintain supply of toilet paper, cleaning supplies and cleaning equipment for use by Members

(d) Keep refrigerator and freezer ready for use by Members

(e) Ensure security is maintained for lights, tackle and other Club property

(f) Ensure trip book is accessible and, as much as practical, monitor trip book, particularly for the safe return of caving parties.

(g) Collect Camping and Tackle fees on behalf of Treasurer

(h) Report to Club Executive any problems he encounters with Clubhouse, Members or guests

7. **Responsibilities of Members are to:**

(a) Keep Clubhouse and the outdoor toilet and shower block clean and tidy, while in residence. Cleanliness should be checked to be satisfactory before leaving.

(b) Park cars in an orderly fashion at the allocated parking area and keep vehicle speed down to walking pace to minimize hazard and dust.

(d) Report to Caretaker any deficiencies in cleaning supplies, equipment etc.

(e) Use trip book if caving

(f) Dispose of food scraps in compost bin at the back of the clubhouse and take all rubbish with you when leaving

(g) Camping inside the Clubhouse should be avoided except in emergencies (i.e. if drenched in heavy storm).

**(h) If using Clubhouse at night, keep noise down, particularly after 10pm**.

(i) Behave in the town and at the Clubhouse in such a way that the Club’s reputation is enhanced and not diminished.

(j) Report to Executive any problems encountered in using the Clubhouse and make suggestions where improvements are needed.

(k) Pay camping fees ASAP on leaving with the caretaker or by direct deposit to the club bank account.

**8. Use of Club facilities and equipment by non-club entities and groups**.

a) The use of club facilities by non-club entities and groups will be by formal arrangement between the entity and the Management Committee. Fees and costs for the services requested will be set by the Management Committee and will not be lower than those charged to regular members.

b) The hire of Club equipment and tackle such as helmets will be by express written arrangement with the management committee. The entity or person will provide a written guarantee to replace damaged or lost equipment and a copy of insurance naming the CHILLAGOE CAVING CLUB as a third party covered for the use of such equipment.

c) Ropes, Ladders and SRT equipment will not be hired/used by non-ASF persons or entities under any circumstances. (AGM 2017)

**9. Responsibilities of groups.**

1. Make formal booking with MC at info@chillagoecavingclub.org.au
2. Confirm booking two weeks prior with Caretaker.( Ph No on website)
3. Use is restricted to the main ablutions block, rear camping area and old school building. School groups will have exclusive use of these areas.
4. Use of the main clubhouse and kitchen may be available if not being used by club members.
5. Remove all rubbish at the end of stay.
6. Clean the facilities to the same standard as arrival.
7. Provide number details to Treasurer ASAP for invoicing, pay in advance or on invoice using direct banking.

**10. Dogs**

**Dogs are allowed only with the express permission of the caretaker, must be tied up at all times away from the major use areas (clubhouse and amenities blocks) and not left alone during the day.**

Authorized by Committee of Management 21st April 2018